

## Choosing an Online Backup Service

If your computer suddenly dies or your laptop goes missing, having all of your important files safely stored online can save you some serious heartache. Nowadays, almost all of our precious information is stored as a file on a computer hard drive, be it documents, photos, music, videos, or other random works. Consequently, the significance of protecting your computer files from being permanently lost has grown greatly not only for businesses but for individuals as well.

As more of our life is kept on the PC or Mac, most of our backup needs are continually increasing in size too. Using an automatic online backup service can be the most fool-proof way to back up your data.

Increasingly, people are turning to web-based backup ser-

vices to keep their data safe. Backing up online solves many of the risks associated with manual backup, such as data loss due to an accident or simply forgetting to back up your files, as the files are kept in a separate location from your home computer, and regular backups are carried out automatically via software.

Since there are many companies that offer online backup services, how do you pick a good one? Keep the following points in mind:



**Simplicity:** First of all, the company's online backup program must be intuitively designed. You should not have to read an extended manual just to determine how to back up your data. Make sure it is point-and-click simple.

**Syncing:** The ability to sync your files across several computers is vital if you own more than one machine or work on both a business and home computer. The majority of online backup providers offer syncing, but if this is an important feature for you it is a good idea to double check before signing up.

**Cost:** Although it might be tempting to go with a low monthly payment plan, you can often save much more if you opt to pay for a full year's service ahead of time.

**Storage:** Take stock of the essential files that you need to back up, and determine your

storage needs from there. It doesn't make sense to waste money buying more space than you actually need. Keep in mind too that nearly all online backup providers will allow you to upgrade or downgrade at any time, so if your storage needs change you can always switch to a different plan.

**Reputation:** You are trusting this service with your sensitive data, so ensure that the company has a solid reputation and has been established long enough to be reliable.

Don't trust just anyone with your online data backup. Make sure they meet these requirements and you will save not only your precious data, but your peace of mind, too. **T**



### AccSys Solutions Inc.

#### Surrey

Tel: **604.534.4344**  
Or: 1.888.534.4344  
Fax: 604.534.4385

#### Regina

Tel: **306.586.4344**  
Or: 1.888.534.4344  
Fax: 1.888.534.4385

#### Kelowna

Tel: **250.763.1732**  
Or: 1.888.534.4344  
Fax: 1.888.534.4385

#### Winnipeg

Tel: **204.944.0302**  
Or: 1.888.534.4344  
Fax: 1.888.534.4385

#### Calgary

Tel: **403.663.6212**  
Or: 1.888.534.4344  
Fax: 1.888.534.4385

#### Technical Support

Toll Free: 1.888.534.4344  
Fax: 1.888.740.2954  
Email: [support@accsysolutions.com](mailto:support@accsysolutions.com)

[www.accsysolutions.com](http://www.accsysolutions.com)



## Innovative Solution Feature:

# Tight Cash Control Makes Adagio Accounting Shine

No matter what business you are in, knowing your cash position at any given time is an important competitive advantage. Here's the easy way to track your bank account balances — Adagio Accounting's BankRec.

Adagio BankRec provides a centralized module to manage your cash position. BankRec,



which integrates with Receivables, Payables and Ledger, provides a single point of entry for cash receipts into Adagio. An on-line inquiry instantly shows your current cash position, and allows you to recalculate the position "as at" any date in the past. The reconciliation process is simple and straightforward, easing month end processing chores. Unlike bank-based reconciliation services, Adagio BankRec does not require you to tell your bank what cheques have been issued. The deposit slip report saves you the trouble of manually listing each cheque on your bank's deposit slip.

BankRec's top features include:

- Monitor your cash position with up-to-date cash balances
- Reconcile your bank statement with a few mouse clicks, or import your bank statements and reconcile your bank account electronically
- Auto-apply cash to outstanding invoices in Receivables
- Drill-down from a deposit to see the individual cheques making up the deposit
- Automatically reverse NSF cheques, accounting for bank fees and charges to the client
- Import cheques and cheque batches written by other systems such as payroll
- Determine your expected cash position with the Cash Flow Report — forecast cash shortages and surpluses by aging Receivables, Payables and estimated payroll amounts on a single report.

Every business benefits when they keep a handle on their cash position. Adagio Accounting shines at this task, plus many others.

Contact us today for a free demonstration of Adagio Bank Rec. We look forward to an in-depth discussion of how Adagio can benefit your particular business scenario. **T**

## theTechnoTips

### Freezing Panes in Microsoft Excel

When you freeze panes, Microsoft Excel keeps specific rows or columns visible when you scroll in the worksheet. For example, if the first row in your spreadsheet contains labels, you might freeze that row to make sure that the column labels remain visible as you scroll down in your spreadsheet. This simple trick can make spreadsheet viewing infinitely easier!

1. To freeze panes, on the worksheet, do one of the following: To lock rows, select the row below the row or rows that you want to keep visible when you scroll. To lock columns, select the column to the right of the column or columns that you want to keep visible when you scroll. To lock both rows and columns, click the cell below and to the right of the rows and columns that you want to keep visible when you scroll.

2. On the View tab, in the Window group, click the arrow below

Freeze Panes. To lock one row only, click Freeze Top Row. To lock one column only, click Freeze First Column. To lock more than one row or column, or to lock both rows and columns at the same time, click Freeze Panes.

3. To Unfreeze Panes, on the View tab, in the Window group, click the arrow below Freeze Panes. Click Unfreeze Panes.

### Wrapping Text in a Microsoft Excel Cell

If you want text to appear on multiple lines in a cell, you can format the cell so that the text wraps automatically, or you can enter a manual line break.

In a worksheet, select the cells that you want to format. On the Home tab, in the Alignment group, click Wrap Text. Data in the cell wraps to fit the column width. When you change the column width, data wrapping adjusts automatically. If all wrapped text is not visible, it may be because the row is set to a specific height.

To start a new line of text at a specific point in a cell, double-click the cell, click the location where you want to break the line in the cell, and then press ALT+ENTER. **T**